

## **CHARTER**

### **National Advisory Committee on Travel and Tourism Infrastructure**

1. **Committee's Official Designation.** National Advisory Committee on Travel and Tourism Infrastructure (NACTTI).
2. **Authority.** Section 1431 of the Fixing America's Surface Transportation (FAST) Act requires the establishment of the NACTTI. Pursuant to § 1431, the Secretary of Transportation hereby establishes NACTTI. NACTTI shall operate in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. App. 2), U.S. Department of Transportation (DOT) Order 1120.3B, and the terms of this charter.
3. **Objectives and Scope of Activities.** The purpose of NACTTI is to provide information, advice, and recommendations to the Secretary on matters relating to the role of intermodal transportation in facilitating mobility related to travel and tourism activities.
4. **Description of Duties.** Consistent with the provisions of this charter, NACTTI is authorized to:
  - a. Advise the Secretary on current and emerging priorities, issues, projects, and funding needs related to the use of the intermodal transportation network of the United States to facilitate travel and tourism, taking into consideration existing data and recommendations on the U.S. transportation network including, but not limited, to DOT's 30-year Beyond Traffic framework and Ladders of Opportunity principles.
  - b. Serve as a forum for discussion for travel and tourism stakeholders on transportation issues affecting interstate and interregional mobility of passengers;
  - c. Promote the sharing of information between the private and public sectors on transportation issues impacting travel and tourism;
  - d. Gather information, develop technical advice, and make recommendations to the Secretary on policies that improve the condition and performance of an integrated national transportation system that—
    - is safe, economical, and efficient; and
    - maximizes the benefits to the United States generated through the travel and tourism industry;
  - e. Identify critical transportation facilities and corridors that facilitate and support the interstate and interregional transportation of passengers for tourism, commercial, and recreational activities;
  - f. Provide for development of measures of condition, safety, and performance for transportation related to travel and tourism;

- g. Provide for development of transportation investment, data, and planning tools to assist Federal, State, and local officials in making investment decisions relating to transportation projects that improve travel and tourism; and
- h. Address other issues of transportation policy and programs impacting the movement of travelers for tourism and recreational purposes, including by making legislative recommendations.

**5. Agency or Official to Whom the Committee Reports.** NACTTI reports to the Secretary of Transportation.

**6. Support.** The Office of the Assistant Secretary for Aviation and International Affairs is the Federal sponsor of NACTTI and will furnish support services for its operation. NACTTI members will not receive Federal pay or other compensation for their NACTTI service, and are not entitled to reimbursement of their travel expenses.

**7. Estimated Annual Operating Costs and Staff Years.** The estimated annual direct operating cost of NACTTI is \$50,000. The estimated annual staff time associated with the operation of NACTTI is 0.25 Full-Time Equivalent (FTE) employee.

**8. Designated Federal Officer (DFO).** The Secretary of Transportation will appoint the DFO, who shall be a full-time or permanent part-time Federal Government employee. The DFO will approve all NACTTI meetings and subcommittee meetings, approve all meeting agendas, attend all NACTTI meetings and subcommittee meetings, adjourn any meeting when determined to be in the public interest, and chair meetings when directed to do so by the Secretary of Transportation. The DFO may appoint, with the approval of the Secretary of Transportation, an Alternate DFO, who shall be a Federal Government employee, to serve in his or her place. The DFO and NACTTI jointly shall determine operating procedures for NACTTI.

**9. Estimated Number and Frequency of Meetings.** NACTTI shall meet twice a year, or more frequently as is determined necessary by the chairperson and DFO. The following procedures, as well as those set forth in 41 CFR Parts 101-6 and 102-3 and those otherwise applicable to FACA meetings, shall govern the conduct of all NACTTI meetings:

- Notice of each meeting shall be published in the Federal Register at least 15 calendar days prior to the date of the meeting. Notice shall include the agenda.
- The chairperson shall preside at each meeting.
- Meetings shall be open to the general public, except as provided under Section 10(d) of FACA, as implemented by 41 CFR § 101-6.10; the Government in the Sunshine Act (5 U.S.C. § 522b(c)); 41 CFR Part 102-3; and DOT Order 1120.3B.

**10. Duration.** The NACTTI's charter shall terminate 2 years after its filing date; however, the charter is subject to renewal every 2 years.



**11. Termination.** This charter shall terminate 2 years from its filing date unless it is renewed in accordance with FACA.

**12. Membership and Designation.** NACTTI shall be composed of no more than 25 members, each of whom shall be appointed by the Secretary of Transportation, ensuring that the membership includes a representative cross-section of public and private sector stakeholders involved in the transportation and travel and tourism industries including, but not limited to:

- The travel and tourism industry, product and service providers;
- Travel and tourism-related associations;
- Travel, tourism, and destination marketing organizations;
- The travel and tourism-related workforce;
- State tourism offices;
- State departments of transportation;
- Regional and metropolitan planning organizations;
- Local governments;
- Organizations with expertise in intermodal connectivity for travel and tourism; and
- Entities with expertise in public-private-partnerships (P3).

The Secretary of Transportation shall appoint each member for a 2-year term. Any person appointed to fill a vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed shall continue to serve until expiration of the original 2-year term. Members serve at the sole discretion of the Secretary, who may terminate any member's tenure.

The Secretary of Transportation shall select a chairperson and vice-chairperson of the NACTTI. The vice-chairperson will serve as chairperson in the absence of the chairperson.

The Secretaries of Agriculture, Commerce, Homeland Security, State, and Interior each may appoint non-voting liaisons to inform NACTTI of ongoing or planned Department activities related to the NACTTI objectives and to inform their respective Departments about NACTTI activities.

**13. Subcommittees.** The Secretary, in consultation with the DFO, may authorize NACTTI to establish a subcommittee(s) as necessary to fulfill the NACTTI's objectives. Subcommittees shall not work independently of NACTTI and shall report all of their recommendations and advice solely to NACTTI for full deliberation and discussion. Subcommittees have no authority to make decisions and recommendations, verbally or in writing, on behalf of NACTTI; nor can any subcommittees or its members update or report directly to the Secretary or any Federal officer or employee. The DFO and NACTTI shall establish such operating procedures as are required to support the subcommittees, consistent with the requirements of FACA, 41 CFR Parts 101-6 and 102-3, DOT Order 1120.3B, and the terms of this charter.

**14. Recordkeeping.** Records of all NACTTI and subcommittee proceedings will be kept as required by applicable laws and regulations, including 41 CFR Part 102-3, Subpart D, and General Records Schedule 6.2, or other approved agency records disposition schedule. These

records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

As required by Part 102-3, the chairperson shall ensure that minutes of each meeting are kept and contain the following:

- a. The time, date, and place of the meeting.
- b. A record of all attendees at the meeting.
- c. A complete and accurate description of all matters discussed and conclusions reached.
- d. Copies of all reports received, issued, or approved by the NACTTI.
- e. A description of public participation, including oral or written statements.

The chairperson must provide the attending members an opportunity to correct or revise the minutes. After addressing any proposed corrections or revisions, the chairperson must certify the accuracy of all NACTTI minutes.

**16. Filing Date.** This charter is effective June 1, 2016.